

CAL FIRE OFFICES AND PROGRAMS

2850

(February 2016)

Disposal of property for all CAL FIRE offices, programs, and units requires the completion of a CAL FIRE 152 (except for mobile equipment's vehicles, which are handled under a different disposal process, see section 2850.7) Once completed, the CAL FIRE 152 must be forwarded to the BSO/SPC for processing and approval with DGS as described in this handbook. Once DGS approves, the CAL FIRE offices, programs, and units will receive and must retain a copy of the approved CAL FIRE 152 for accountability.

<http://calfireweb/library/#handbooks-6700>

BUSINESS SERVICES OFFICE (BSO) PROPERTY

2850.1

(February 2016)

BADGES:

2850.1.1

(February 2016)

The Business Services Office is responsible for making sure all Badges have been accounted for in an internal Inventory Tracking System. For policy and information on Badges, see CAL FIRE 1500 Uniform and Identification Handbook found on the CAL FIRE intranet.

<http://calfireweb/library/handbooks/1500/1520.pdf>

CAPITAL ASSETS AND OTHER SENSITIVE PROPERTY:

2850.1.2

(February 2016)

All items that have an individual cost of \$5,000 or more, and/or are considered sensitive property by the individual units, will need to be tracked in the internal inventory tracking system.

Capital Assets: See Section 2820.1 for definition.

Other sensitive property:

Regardless of value, CAL FIRE units and programs must maintain adequate control over sensitive and high-risk items that are prone to theft, loss, misuse, and may contain sensitive data. A property decal tag must be attached, if applicable, and entered into the internal Inventory Tracking System. (Section 2820.4)

Other sensitive property is property not being tracked by IT (see section 2850.2), Telecommunications (see section 2850.5), and Law Enforcement (See section 2850.3) or Badges tracked by BSO see section 2850.1.1.

Some examples of other sensitive property may include, but are not limited to:

- GPS devices, tablets, digital cameras, specialty tools, audio visual equipment, televisions, printers, scanners, servers, routers, projectors, camcorders, faxes, binoculars, saws, power tools, workout equipment, defibrillators, generators, air compressors, copiers, CD/DVD ROM drives, tape drives, hard drives, pagers, thumb drives, zip drives, PDAs.

Units and programs will need to make their own determination if the above items or additional items should be designated and tracked as sensitive and high-risk items. Refer to SAM, Section 8603.

INFORMATION TECHNOLOGY PROPERTY

2850.2

(February 2016)

Information Technology Services (IT) has their own Inventory Tracking System for computers, laptops, and monitors ONLY. They are responsible for making sure these items are properly tagged and accounted for in their internal Inventory Tracking System.

All other IT equipment that an individual unit considers sensitive will need to be tracked in the internal inventory tracking system. (See Section 2850.1.2 – Other Sensitive Property)

CAL FIRE offices must contact their IT coordinator for all IT property that needs to be surveyed. The CAL FIRE office must completely list IT equipment (description, manufacturer, model, serial number) on a CAL FIRE 152. The IT coordinator will remove or assist in sanitizing confidential, sensitive or personal information from the IT equipment. When all confidential information has been removed, the IT coordinator will process the CAL FIRE 152 to DGS for approval. IT coordinator will arrange or assist in the removal of the IT property. Refer to CAL FIRE 0900 Informational Technology Services handbook for additional information.

<http://calfireweb/library/#handbooks-0900>
<http://calfireweb/library/handbooks/0900/0925.pdf>

Below are examples of equipment that may have confidential information stored:

- copiers, computers, laptops, printers, monitors, scanners, faxes, servers, routers, CD/DVD ROM drives, tape drives, hard drives, cellphones, pagers, thumb drives, zip drives, PDAs, digital cameras.

The IT coordinator does not process the CAL FIRE 152 for the below listed examples of equipment:

- Landline/cordless phones, audio-visual equipment, two-way radio communication, radios, televisions, projectors, office equipment, appliances, etc.

Personnel who have this type of property should submit a CAL FIRE 152 to the BSO/SPC for processing.

LAW ENFORCEMENT PROPERTY — WEAPONS

2850.3

(February 2016)

CAL FIRE's law enforcement weapons are tracked by each unit and submitted to the Fire Protection, Law Enforcement Branch.

Refer to CAL FIRE 9400 Law Enforcement handbook for additional information.

<http://calfireweb/library/#handbooks-9400>

REQUEST TO PURCHASE A STATE-ISSUED FIREARM

2850.4

(February 2016)

Retired CAL FIRE personnel requesting to purchase their state-issued firearm must complete a CAL FIRE 152 and submit it to the BSO/SPC for approval before other documents are completed.

Instructions for completing the CAL FIRE 152 for the purchase of a state-issued firearm:

1. Download the CAL FIRE 152 from the CAL FIRE website.
2. Include your Department, Program or Unit name.
3. Include your Address, City, and Zip Code.
4. Include Location of Property (or note the County).
5. Include your Billing Code (DGS requirement, used for reference only).
6. Include the Contact Person's name (preparer of form).
7. Note Disposition Code #3 for the purchase of a firearm.
8. Include the Make, Model, Caliber, and Serial Number of the firearm in the Detailed Description portion of the form.
9. Include the Trade-in Price and the Price Received in the Explanation portion of the form.
10. Include the full name of the retired CAL FIRE personnel, and the personnel's assigned office in the Explanation portion of the form.
11. The contact person on the form and a second signature from a Manager or Supervisor must sign the CAL FIRE 152. The form will not be processed without two (2) signatures.

Forward the signed CAL FIRE 152 to the SPC for processing and DGS approval. The SPC will forward the approved CAL FIRE 152 to the contact person noted on the form.

When all documentation of the purchase of the firearm has been completed, the documentation of the purchase and the approved CAL FIRE 152 shall be submitted to the SPC for filing. It is imperative that the Department's Fire Protection, Law Enforcement Branch keep copies of all approved documentation for accounting and tracking purposes. It is recommended that the information be documented in the internal Inventory Tracking System for proper record keeping.

<http://calfireweb/library/forms/calfire152.pdf>

TELECOMMUNICATIONS PROPERTY

2850.5

(February 2016)

State-purchased telecommunication equipment is recorded and tracked by the Sacramento Headquarters' Telecommunications Unit using the Telecomm Radio Accountability and Inventory System (TRAIS). Refer to CAL FIRE 8000 Telecommunications handbook for additional information.

<http://calfireweb/organization/fireprotection/telecomm/>

<http://calfireweb/library/#handbooks-8000>

TECHNICAL SERVICES PROPERTY

2850.6

(February 2016)

State-purchased technical services equipment is recorded and tracked by the Sacramento Headquarters' Technical Services unit. Refer to CAL FIRE 3000 Technical Services handbook for additional information.

<http://calfireweb/library/#handbooks-3000>

MOBILE EQUIPMENT PROPERTY

2850.7

(February 2016)

State-purchased mobile equipment is recorded and registered by the Sacramento Headquarters' Mobile Equipment Management office in Davis. The Mobile Equipment personnel will record and maintain the mobile vehicle equipment inventory.

<http://calfireweb/organization/fireprotection/mobileequipment/resources.shtml>

Each Unit Forestry Equipment Manager assigned to a CAL FIRE office will track, record, and inventory all mobile equipment in an internal Inventory Tracking System.

Refer to CAL FIRE 6700 Mobile Equipment Management handbook for additional information.

<http://calfireweb/library/#handbooks-6700>

[\(Next Section\)](#)

[\(Handbook Table of Contents\)](#)